

Office of Human Resources

UNIVERSITY OF MINNESOTA

## University of Minnesota Leave Guidance for Novel Coronavirus (COVID-19) Preparedness

The guidance below is provided as of **3:00 p.m., March 15, 2020** and will be updated as needed.

**Note:** The information below does not currently include fellows in the information for Graduate Assistants (non-hourly) and Postdoctoral Associates. This information will be added as soon as it is available.

If...	Take the following action:	Labor Represented or Civil Service	Faculty and P&A	Part-Time Temp/Casual Employees (w/o accrued sick time)	Student Workers <b>NOTE:</b> This will be updated the week of March 16, 2020	Graduate Assistants (non-hourly) and Postdoctoral Associates	Graduate Assistants (hourly)
You have been instructed to stay home and be under quarantine due to possible exposure to COVID-19.	Inform your supervisor, stay home.	Work remotely, if approved. If not approved, use accrued sick leave. You can go into a negative balance if necessary.	Work remotely, if approved. If not, use paid Medical Leave.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. If not, option of up to 10 working days of paid sick leave available.	Work remotely, if approved. Sick leave may be available. Contact HR for your collegiate/administrative unit or your supervisor.
You have decided to stay home and be under quarantine due to possible exposure to COVID-19.	Inform your supervisor, stay home.	Work remotely, if approved. If not, use accrued sick leave. You can go into a negative balance if necessary.	Work remotely, if approved. If not, use paid Medical Leave.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. If not, option of up to 10 working days of paid sick leave available.	Work remotely, if approved. Sick leave may be available. Contact HR for your collegiate/administrative unit or your supervisor.
You have been diagnosed with COVID-19.	Inform your supervisor, stay home.	Use accrued sick leave. You can go into a negative balance if necessary. The need for further negative balances will be assessed at that time.	Use paid Medical Leave. If absence is greater than seven days, call Unum at 800-986-3239 and report absence	Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Students do not receive pay for time not worked, or any paid time off benefits.	Use up to 10 days of paid sick leave.	Sick leave may be available depending on appointment. Contact HR for your collegiate/administrative unit or your supervisor.

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You don't want to come to work because you are afraid of catching COVID-19.	Inform your supervisor and ask for approval; request leave if applicable.	Work remotely if approved; if not, use vacation time, comp time, and then unpaid time if other time balances are exhausted.	Work remotely if approved; if not, use vacation time, then unpaid time if other time balances are exhausted.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Use vacation time (Postdoc Associates only, if eligible), then unpaid time if other time balances are exhausted.	Work remotely, if approved.
You would prefer to stay home or work from home because you, or a dependent of yours, is immunosuppressed.	Inform your supervisor, request leave if applicable.	Work remotely, if approved. If not, use accrued sick leave. You can go into a negative balance.	Work remotely, if approved. If not, use paid Medical Leave.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. If not, option of up to 10 working days of paid sick leave available.	Work remotely, if approved. Sick leave may be available depending on appointment. Contact HR for your collegiate/administrative unit or your supervisor.
You have a child and schools/daycares have been closed because of COVID-19. Your child is not sick, but you cannot find a babysitter.	Inform your supervisor	Work remotely, if approved. If not, use accrued sick leave. You can go into a negative balance.	Work remotely, if approved. If not, use paid Medical Leave.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. If not, option of up to 10 working days of paid sick leave available.	Work remotely, if approved. Sick leave may be available depending on appointment. Contact HR for your collegiate/administrative unit or your supervisor.
A member of your family is sick with COVID-19, and you are needed to take care of them.	Inform your supervisor, stay home.	Work remotely, if approved. If not, use accrued sick leave. You can go into a negative balance.	Work remotely, if approved. If not, use paid Medical Leave.	Work remotely, if approved. Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. Students do not receive pay for time not worked, or any paid time off benefits.	Work remotely, if approved. If not, option of up to 10 working days of paid sick leave available.	Work remotely, if approved. Sick leave may be available depending on appointment. Contact HR for your collegiate/administrative unit or your supervisor.

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You have been exposed to COVID-19 in the workplace, and you believe you have contracted it.	Inform your supervisor, ask them to complete a "First Report of Injury," and stay home. You may choose to use sick leave. If approved for worker's comp, you may receive benefits for loss of wages.						
You are sick, and you are unsure if you have COVID-19 or some other illness.	Inform your supervisor, stay home.	Use accrued sick leave. You can go into a negative balance if necessary.	Use paid Medical Leave.	Temp/Casual employees do not receive pay for time not worked, or any paid time off benefits.	Students do not receive pay for time not worked, or any paid time off benefits.	Use up to 10 days of paid sick leave.	Sick leave may be available depending on appointment. Contact HR for your collegiate/administrative unit or your supervisor.
You have a question that is not covered in this guide.	Contact HR for your collegiate/administrative unit or your supervisor.						